

# **CPS Placement Outline Xfer Module**

## **(Formerly Five Day Packet)**

### **(With Implementation of SWSS CPS)**

**User requirements date: April 4, 2007**

## **1 TECHNICAL REQUIREMENTS**

### **1.1 Introduction**

This document is the technical response to the CPS Placement Outline Xfer Module as amended on April 4, 2007, with the implementation of SWSS CPS. It will describe how the development team will implement the changes and additions to SWSS FAJ to effect the requirements. **NOTE:** While some general background information is included here, the document is intended as a response to the *changes* requested in the amended requirements.

This document is also to be used as a tool by the development team when coding the solution or maintaining it in the future. Thus this document is likely to be updated during the lifecycle of the SWSS project. Versions of this document will be maintained in PVCS, and the reader should be aware that multiple printed versions may exist.

### **1.2 Module Description**

The Placement Outline consists of 2 reports; a Foster Parent Copy and a File Copy. Any time a child is placed in foster care, the assigned worker is required to give a document to the foster care provider<sup>1</sup> describing the child and the situation that led to the need for foster Care. An expanded version of this required information called the File Copy is also given to the FC worker. An outline must be created for each child in the case and is to be provided to foster care staff within five working days of the child's placement.

Once a child is in FC, a new Placement Outline must be created every time there is a change in placement. The FC worker is required to review or update the answer to each of 4 questions.

### **1.3 Requirements**

#### **1.3.1 Process Description**

The Placement Outline provides a presentation format for the data that has been collected electronically and needs to accompany a ward when his or her placement changes. The outline consists of four questions that the user answers relative to the new placement. If the case came to foster care via the PS TRANSFER, the questions answered at that level will be available as view only. A file copy and a copy for the foster parent can be printed. **NOTE:** The process is essentially unchanged from the original 'Five Day Packet specifications', but the number of questions is reduced to four, and some additional data elements are printed on the report.

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## 1.3.2 Functional Requirements

Relevant data for the Placement Outline will take place through a PL/SQL call that transfers the information from the Oracle database.

The following requirements are the *changes* noted in the April 4, 2007, requirements document.

Pursuant to FP-1 and sub-requirements, navigational logic will be added to allow the worker to 'Review All' of the four questions, scroll through the questions, and interrupt the 'Review All' sequence. The Questions displayed will be reduced to the four questions described in FP-1.1.1.1 through FP-1.1.1.4.

Pursuant to FP-3.1, access to the CPS Transfer Information will be allowed on an 'unregistered case'.

As specified in FP-3.2, (Case Summary requirement CS-1.4.4.7), the user will be allowed to access a case by 'double clicking' on the CPS log number.

As described in FP-4.3, Central Office user (county 84) will be given inquiry access to the Placement Outline.

Medical Information will be printed on the report showing Present Doctor, Address, Phone#, Last Physical, Last Dental. This information may now have been entered in the new SWSS CPS module. See data elements table for the location of this information in the database. (FP-5.1.1.3.1 through FP-5.1.1.3.5)

Educational Information will be printed on the report showing Current School, Grade, Type of Program. See data elements table for the location of this information in the database. (FP-5.1.1.5.5 through FP-5.1.1.5.8)

Emergency Contacts will be printed on the report showing Name, Phone No, Relationship. See data elements table for the location of this information in the database. (FP-5.1.1.8 through FP-5.1.1.8.3)

## 1.2.1 Data Elements

The following table represents the data element entered/created on the Placement Outline Comments screen.

Form Field Description	Data Source	Data Target	Target Type
Additional Comments	First version of answers is created by the PS Transfer process if the case originated in PS. Subsequent comments are free-form input by the FC worker. Converted cases or JJ cases will have all answers entered directly by the FC worker.	Comments.text	Varchar
	fiveday_packet_id.fiveday_pkt_id	fiveday_packet.fiveday_pkt_id	Number
	comments.comment_id	fiveday_packet.comment_id	Number
	Provider_case_placement.placement_id	fiveday_packet.placement_id	Number
	System date	fiveday_packet.review_date	Date
	CPS transfer process	fiveday_packet.ps_transfer_ind	Varchar

Form Field Description	Data Source	Data Target	Target Type
	Will come from provider_case_person	fiveday_packet.conversion_origin_ind	Varchar
	Comments.comment_id	Comments.comment_id	Number
	comment_type.comment_type	Comments.comment_type	Varchar
	Comes from ExtractINI_Info program that reads ini file	Comments.county_no	Number
	Comes from ExtractINI_Info program that reads ini file	Comments.log_id	Number
	System date	fiveday_packet_id.print_dt	Date
	fiveday_packet_id.fiveday_pkt_id	fiveday_packet_id.fiveday_pkt_id	Number
	Comments.comment_id	Comments.comment_id	Number
	Comes from ExtractINI_Info program that reads ini file	Comments.county_no	Number
	Comes from ExtractINI_Info program that reads ini file	Comments.log_id	Number
	System date	Comments.date_entered	Date
	Comes from ExtractINI_Info program that reads ini file	Comments.entered_by_login_name	Varchar
	comment_type.comment_type	comment_type.comment_type	varchar
	comment_type.description	comment_type.description	Text

The following table represents the data element entered/created on the Placement Outline Medical Information.

Form Field Description	Data Source	Data Target	Target Type
Present Doctor		Case_personprimary_doctor_id (points to) Med_prov_person.person_id (points to) Medical_provider.med_prov_id Medical_provider.last_name Medical_provider.first_name	Varchar
Address		Address.line1 Address.city Address.state Address.zip	VarChar

Form Field Description	Data Source	Data Target	Target Type
Phone Number		Phone.phone_no Phone.area-code	Number
Last Physical Date		Medical_visit.visit_date	Date
Last Dental Date		Medical_visit.visit_date	Date
Current Medicine / Special Med Instructions	* See Comments		

### 1.2.2 Integration with Existing System

The Placement Outline Module is part of the SWSS system and can be accessed through an icon available on the Utility Menu, accessed from the SWSS Main Menu. It depends on the data in the swss\_ini.ini file to get the Case Information such as Case Name, Case Number, Load Number, Log Number, privilege Information, etc.

### 1.2.3 Module Dependencies

A Placement Outline cannot be created until at least one placement has been made in SWSS FAJ or CPS via the Placement module. This includes JJ cases and cases originating in FC.

Subsequent outlines can be created whether or not a new placement has been made. The exception to this rule is if program logic determines that this is the beginning of a new episode. If the child has been placed at home for a period > 6 months, a new placement must be made in SWSS before a new outline can be created.